# Accessing the OIDS' Case Management Training Modules via the Network of Care eLearning system

The following information will enable you to access the Case Management training information. If you are a member of the Network of Care, you may log onto the website and access the Targeted Case Management Modules 1-10 free of charge, as they have already been loaded onto your site. If you are not a member, the cost is $30 to review all 10 modules.

## <u>Non-Network Of Care Members:</u>

1. http://elearning.networkofcare.org/vadmhmrsas  to access **Virginia's Office of Intellectual Disability Supports Training Site** webpage.

2. Locate, at the bottom right side of the screen:
   a. *Online Course Catalog*
   b. * VA IDS/OMR Training

3. Click open to access the "Online Learning Store".

4. Numerous courses will appear on screen. To complete the CM Modules, click "Add to cart" only those 10 modules.

5. "Add to cart" ALL 10 modules into your courses at one time even if you are not reviewing all of them at the same time and press 'enter'.  Check out only once (e.g. if you are reviewing Modules 1 and 2, insert 3-10 into your course listing even if you are not going to review 3-10 until later).

6. Check Out: Assign yourself a <u>User name and a Password</u>. This will be different per staff accessing the Modules.

7. Payment is required upon check out. If a CM is assigning Modules to him/herself, he/she will need to obtain the agency credit card or arrange for some method of payment (personal credit card and obtain reimbursement, etc.).

8. Once you have assigned Modules 1-10 to yourself you will have a 30 calendar day window to complete all ten of them.

9. Upon opening a Module, the slides will appear on the left side of the screen and there is a "notes" field on the right that you can open. Attachments (if any) can be opened by clicking the paperclip icon located at the bottom of the slide. <u>See screenshot for a detailed view.</u>

Note: due to the length of time it has taken to prepare these modules, some of the referenced handouts have been revised. Confirm with your Community Resource Consultant if you have questions about the latest revisions. The handouts are inserted to enhance the information on the slide and may not be the most up-to-date version.

10. Upon completion of the ten modules, you can print a certificate for yourself and keep it on file if needed by your agency.

If you have any problems with accessing this training, please contact Wanda Earp, Community Resource Consultant, at 276-669-7762 or email at wanda.earp@co.dmhmrsas.virginia.gov